



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ANSBACH
UNIT 28614
APO AE 09177

IMEU-ANS-EU

04 January 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Morale, Welfare, and Recreation (MWR) Check Acceptance Policy, Policy Letter #25

1. SUMMARY. This guidance provides procedures for accepting checks for payment of MWR programs and services.
2. SCOPE. This policy is applicable to:
 - a. All MWR facilities and programs.
 - b. Those who want to use checks to pay for MWR programs and services.
3. INTERNAL CONTROLS: The Directorate of Community Activities (DCA) is responsible for policy implementation at the program level and will conduct strict monitoring for compliance.
4. GENERAL INFORMATION.
 - a. This policy is established as a tool for MWR managers to control the number of "bad" checks written and cashed in their facilities.
 - b. Applicability.
 - (1) All MWR front door managers who accept checks for payment will comply with this policy before accepting personal checks written by customers. This includes concessionaires.
 - (2) Customers will ensure they have sufficient funds prior to writing checks. They will make every effort to provide the required information.
5. RETURNED CHECK INFORMATION. MWR will accept checks for the amount of purchase or exact cost of the service. The following information must appear on the check before MWR personnel will accept the check:
 - a. Full Name (first, last, and middle initial {if any}).
 - b. Sponsor's complete social security number (SSN) (family member's SSN is optional).

IMEU-ANS-EU

SUBJECT: Morale, Welfare, and Recreation (MWR) Check Acceptance Policy, Policy Letter #25

- c. APO unit mailing address (no local German address).
- d. DSN unit and local economy telephone numbers.

6. RESPONSIBILITIES.

a. MWR personnel will:

- (1) Ensure the check is written legibly.
- (2) Only accept checks for amount of purchase/cost of service.
- (3) Ask for an ID card and check to ensure the sponsor's SSN on check is the same as that on the ID.
- (4) Check for ID card validity (check the expiration date).
- (5) Cross-check the SSN with those provided in the monthly dishonored check writing list.
- (6) Do not accept any check where the SSN is cited on the dishonored checklist.
- (7) If the SSN is not cited on the dishonored checklist accomplish the following:
 - (a) Initial check in upper right corner.
 - (b) Stamp check with facility name (if necessary).
 - (c) Stamp the back with FOR DEPOSIT ONLY.

b. MWR personnel will not:

- (1) Accept checks for over the amount of purchase/cost of service.
- (2) Accept checks to provide customers cash for gaming machines.
- (3) Accept payroll or other third party checks.
- (4) Accept foreign currency checks.
- (5) Accept the check if the ID card has expired.

IMEU-ANS-EU

SUBJECT: Morale, Welfare, and Recreation (MWR) Check Acceptance Policy, Policy Letter #25

(6) Accept checks for anyone other than US ID cardholders.

c. Patrons will:

(1) Write checks legibly and for purchase amount only.

(2) Present a valid ID card.

(3) Ensure the required information is on check.

(4) Sign the check.

7. ADMINISTRATIVE CONSIDERATIONS.

a. Check Cashing Problem Areas. The 98th Area Support Group (ASG) has provided a list of the seven (7) problem areas (listed in order of importance) which those who cash checks must avoid when accepting personal checks. They are outlined below:

(1) Accepting checks from individuals on dishonored checklist.

(2) Check information is not legible.

(3) Sponsor's SSN is not on the check or is not legible.

(4) Accepting checks with German Addresses and not APO.

(5) Duty telephone and home phone number are missing.

(6) Cashier/clerk did not initial the check.

(7) ID card has expired.

b. Disclosure Statement. Each facility that accepts checks will display the following statement in accordance with AR 215-1, Appendix G-5f.

“NOTICE TO CHECK WRITERS: DISCLOSURE OF SOCIAL SECURITY NUMBER (SSN) AND OTHER PERSONAL INFORMATION IS SOLICITED BY AUTHORITY OF SECTION 3013, TITLE 10, UNITED STATES CODE AND IS MANDATORY IF YOU WISH TO WRITE A CHECK. ALL INFORMATION FURNISHED, INCLUDING SSN, IS USED TO IDENTIFY WRITERS OF UNPAID RETURNED CHECKS.”

IMEU-ANS-EU

SUBJECT: Morale, Welfare, and Recreation (MWR) Check Acceptance Policy, Policy Letter #25

c. Collection. Facility managers and the Financial Control Branch will coordinate collection with the Check Control Office at the 98th ASG. Procedures range from resubmission, collection through military pay, to collection by an independent agency.

8. TRAINING.

a. The Financial Control Branch will provide annual training to Division Chiefs, Branch Chiefs, and Facility Managers annually. Facility Managers will provide annual training to their staffs.

b. Facility Managers will train all newly hired personnel prior to them accepting check handling responsibilities.

9. REFERENCES.

a. Army Regulation 215-1, Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities, 29 September 1995.

b. Department of Defense 7000.14-R, Nonappropriated Funds Policy and Procedures, Chapter 11, August 1994.

c. Memorandum, 98th ASG, AETV-WG-J, subject: Guidance on Nonappropriated Fund (NAF) Cash Accountability, 10 September 1996.

10. The Directorate of Community Activities is the proponent for this policy. Point of Contact is the Funds Control Branch at DSN 4672-913.

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LTC, SF
Commanding

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